

# TARDINESS



**FUNCTION CODE: 302**

**EFFECTIVE DATE: 05-27-99**

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### I. Definitions

- A. Tardiness: Arriving on the job after the scheduled starting time.
- B. Excused Tardiness: Lateness for valid reasons and for which prior approved leave has not been granted. The validity of the excuse may include whether it can be verified through another source and whether a responsible course of action by the employee could have avoided the lateness.
- C. Inexcusable Tardiness - Absent Without Official Leave (AWOL): A non-pay status in which an employee is placed when the employee fails to report for duty as scheduled or when the employee leaves the work site prior to the end of the scheduled workday without the approval of a supervisor. An employee considered absent without leave shall be placed in a non-pay status for the period in question and be subject to appropriate disciplinary action or termination. (Montgomery County Personnel Regulations, Section 15-6(a) )

### II. Tardiness of Employees

- A. Upon arriving late for work, the employee will notify the employee's supervisor.
- B. The supervisor will make a proper inquiry regarding the employee's tardiness and determine if it is excusable or inexcusable. (CALEA 26.1.4, 26.1.5)
- C. If the tardiness is excusable, supervisors will follow the procedures as outlined below:
  - 1. Excusable Tardiness of Less Than 16 Minutes- No further action will be taken.
  - 2. Excusable Tardiness of 16 Minutes or More - The employee will be given the option of taking appropriate leave for the entire period of tardiness, or being placed in a leave without pay status for the same time period. (CALEA 26.1.5)
- D. If the tardiness is inexcusable, the supervisor will follow the procedures as outlined below. The disposition for the most recent incident of inexcusable tardiness will be based on the total number of inexcusable tardinesses

which have occurred in the past six months. (CALEA 26.1.5)

- 1. First Inexcusable Tardiness of Less Than 16 Minutes - Complete the **MCP 30, "Supervisor's Documentation Form,"** noting that the tardiness is inexcusable and the employee was considered AWOL and counseled by the supervisor. No further action will be taken.
- 2. First Inexcusable Tardiness of 16 Minutes or More - Complete the **MCP 30** noting that the tardiness is inexcusable and the employee was considered AWOL and counseled by the supervisor. The employee will be placed in a non-pay status (AWOL) for the entire period of tardiness.
- 3. Subsequent Inexcusable Tardiness Within Six Months of the Last Inexcusable Tardiness - Confer with division/unit commander for appropriate disciplinary action.

- E. Commanders are reminded that any disciplinary action taken must comply with the Law Enforcement Officers' Bill of Rights for sworn officers and the county's Personnel Regulations for non-sworn personnel, as well as any collective bargaining agreement in effect.

### III. Proponent Unit: Personnel Division

### IV. Cancellation

***This directive cancels Function Code 302, effective date 08-15-91.***

A handwritten signature in cursive script that reads "Thomas D. Evans".

Lt. Col. Thomas D. Evans  
Acting Chief of Police